



**Tom Robbins addresses directors at the recent AEL meeting.**

## *New Supervisor Joins AEL*

Tom Robbins recently joined the staff as a supervisor in the Department of Elementary & Secondary Education's AEL Section.

His primary responsibility is management of the data collection, processing and reporting project AEL is planning to

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# AEL Directors, Literacy Coordinators Have Spring Meeting

Directors and Literacy Coordinators from Adult Education programs across the state met March 31-April 2 at the Lake of the Ozarks' Inn of the Grand Glaize for the annual Spring meeting.

New directors and literacy coordinators met Wednesday morning, followed by the Missouri Adult Education & Literacy Administrators Association (MAELAA) meeting for all director-members at 1 p.m.

AEL Section Director Steve Coffman opened the main meeting Wednesday afternoon welcoming attendees and presenting FY 03 Year in Review information. (See related story, Page 5)

Adult Education & Employment Training Unit Coordinator Don Eisinger praised the AEL programs for their good work, as he explained that the AEL staff had recently presented data to the state board of education. He noted that pressure from the federal level continues regarding performance, adding, "people want to see results for their dollars."

He spoke on what a former commissioner once said regarding setting high standards--that he didn't want the school superintendents to "lose sleep at night" over achieving those standards, but that he did want them to be at a high enough level to make them

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# From The State AEL Office

## AEL State Contact List Updated

An updated listing of AEL contact names, phone numbers and email addresses is listed below. Area code is 573.

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## Web Address Changes for Career Education Site

The Division of Career Education has a new web address. <http://dese.mo.gov/divcareered>

Michelle Baumstark, Information Technology Coordinator with the Division of Career Education, advises users to make sure the new address is being used and not the former address. This includes references to the web address in publications, letters and correspondence to districts. She also reminds users that if the division page is stored as their default homepage to be sure the new address, not the former address, is being accessed.

"If the former address is used, it is being redirected to the new address. The redirect slightly alters the address that appears in the web address line of their browser indicating the page is a redirect and not being accessed from the new location," she explained. "This will cause problems for users who attempt to link to the redirect address, use it in e-mails or navigate the site from the default homepage stored on local machines."

## CAAL Releases AEL in Community Colleges Case Study

The Council for Advancement of Adult Literacy recently released a new publication in its community college Working Paper series. The paper is titled "Adult Education & Literacy In Community Colleges In Massachusetts: A Case Study."

This is the first of four statewide case studies commissioned by CAAL for its task force study of the role and potential of community colleges in adult education and literacy. The study is by Martin Liebowitz, former program director at Jobs for the Future. It examines the role of community colleges in providing adult education services (ABE, ESL, and GED) in Massachusetts and the statewide context in which the services are provided. (Other case studies are nearing completion on Illinois, Kentucky, and Oregon).

Persons interested in the paper will find it in pdf format at the CAAL web site at <http://www.caalusa.org> -- (item 3 in the left column of the home page). Readers may freely reproduce the document.

*Source:* Council for Advancement of Adult Literacy

## MAACCE is Mid-June

The annual Missouri Association for Adult Continuing and Community Education (MAACCE) conference is scheduled for June 16-18 at Tan-Tar-A Resort, Lake Ozark. The theme, "World's to Share at the 2004 MAACCE Fair!" coincides with the 1904 World's Fair held in St. Louis.

### Keynote Speaker

Dr. Tim Crowley from Missouri Western State College in St. Joseph, Mo., will be the conference keynote speaker.

### Week's Activities

Pre-conference activities will be held Tuesday, June 15; regular registration will begin Wednesday, June 16 at 8 a.m. with the opening session held at 3:30 p.m.

Entertainment, refreshments, and grand opening of exhibits will be held Wednesday evening.

Breakout sessions will continue throughout Thursday; an awards banquet will be held at 6:30 p.m.; and the evening will end with entertainment and dancing from 8:30-11:30 p.m.

Category and business meetings are scheduled for Friday morning with the Capstone speaker planned for 10:45-noon.

See [www.maacce.org](http://www.maacce.org) for details.

## TOTALLY

**E** News and notes  
**C** from the  
**H** Missouri AEL  
**N** Professional  
**O** Development  
**L** Center, operated  
**O** by North Central  
**G** Mo. College,  
**Y** Trenton.

**Technology  
Coordinator:**  
Jamy Preul

**Director:**  
John Stains

## To Shut Down or Not to Shut Down?...



**Jamy Preul**

I'm often asked: "Should I turn off my computer whenever I'm done using it?" Constantly turning your computer on and off when you use it can be harmful to your computer's hard drive. But the flip side advises not to leave your computer running for extended periods of time. So, what is the right guideline for you to follow? The answer to this question depends on which Operating System your computer is running, such as Windows XP, ME, 98, etc. Each Operating System has a different threshold of time that is safe to leave your computer running before needing

to reboot. It also depends on how you use your computer. Someone who uses their computer just to check e-mail can keep it on longer than someone who works all day long from home on their computer.

The balance resides mainly on your personal preference. A common standard is to keep it on all week and then restart it over the weekend. Or, if you do not like to keep electronics on over night, you can keep it on all day and then shut it down after it is finished being used. What is the maximum amount of time you can keep your computer running without causing computing errors?

Windows XP: Approximately 2 months or more

Windows 2000: In the range of 2 months

Windows ME: In the range of 1 to 2 weeks

Windows 98: No more than 3 to 4 days

Windows 95: No more than 2 to 3 days

Mac OS: Suggested restart is after a month. It is also suggested to rebuild the Desktop of a Mac after about one month's time. To do this: when your Mac is running, hold on Command and Option keys at the same time and then restart the computer (Special -> Restart). Keep holding down Command and Option till you see the screen that asks "Are you sure you want to Rebuild the Desktop File?", press OK.

Why is turning my computer on and off every time I use it harmful for my computer's hard drive? Every time you turn on your computer, your hard drive disc starts spinning at speeds of up to 7200 rotations per minute and when you shut down it stops spinning. The constant starting and stopping of your hard drive disc can cause wear and tear to it. Think of your hard drive like the engine of a car. City driving with lots of stops and starts wears on your engine more than highway miles, right? It's the same concept with your computer.

**Techie Tip:** If you have a desktop computer, turn off just your monitor to save energy. If you have a laptop, set your monitor to turn off after a specified amount of time. To do so, go to your computer's Power Options located under Start>Settings>Control Panel.

Jamy Preul can be reached at [aelcentral@socket.net](mailto:aelcentral@socket.net)

## Meeting

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“uncomfortable” and therefore, continuously strive to achieve and exceed standards.

Many items were discussed and presented in Wednesday’s session, including: Mark Shore, with DESE Teacher Certification regarding changes in the AEL certificate effective Fall, 2004; Professional Development trainings by John Stains, Director of the Missouri AEL Professional Development Center (MAEL-PDC) in Trenton; and DESE-AEL Supervisors Charlie DeSha and Tom Robbins discussed data collection.

Phyllis Shelby, distance learning coordinator with the MAEL-PDC, presented information on various distance learning availabilities such as Blackboard and HorizonLive; Dale Wimer provided a One-Stop report on the Missouri Career Center System; and AEL Supervisor Linda Hays gave a brief overview of the Learning Difficulties committee’s development of an LD manual for AEL programs.

Dr. Judith Moore presented directors with the completed Administrators’ Handbook for Mo AEL Programs. She commended the many hours and efforts of the advisory committee of AEL directors and additionally, those directors who reviewed the draft prior to the finalized product.

Nancy Kettenbrink with the AEL office reviewed marketing materials that have been developed, including a new logo, and sample uses of the logo on brochures, letterheads, and bookmarks.

### Thursday

Alan Foust of Asset Security and Employee Training, Inc., presented “Everyone A Leader” in the Thursday AEL meeting.

He provided a broad overview of Leadership as a process—explaining that leadership is when an individual gains the trust and commitment of others regardless of authority or position. The process involves the leader and the follower as they interact to create an ideal vision of how they want to live and work together and define their work and their lives.

“The presence of leadership is critical to the success of any organization, institution or entity regardless of the size or type, including the workplace, the community, the family and the individual,” Foust said.

“Accelerating Adult Literacy Development: Evidence Based Practices” was presented to litera-

cy coordinators by Becky Rogers. The afternoon presentation was from Daryl Mellard, “Effective Instructional Strategies and Reading Components.”

### Friday

Spence Rogers, Director of Peak Learning Systems, Evergreen, Col., was Friday morning’s speaker. In “Lighting the Way to Performance Excellence”, Rogers provided an overview of the “Six Keys” in the Peak Model. The Model provides a comprehensive approach to ensuring learning by spanning all three of the critical domains with Six Keys that add operational guidance to curriculum, instruction, and assessment. (see [www.peaklearn.com](http://www.peaklearn.com) for further information.)

AEL finance supervisor Mike Griggs discussed FY05 budget and funding changes during Friday’s lunch, concluding the director’s conference.

The next annual director’s meeting will be held this Fall.



**Alan Foust of Asset Security and Employee Training, Inc., presented “Everyone A Leader” in the Thursday AEL meeting.**

## ***Best Performance Ever'--FY 03 Year in Review***

AEL Section Director Steve Coffman presented the following FY 03 AEL Performance statistics "Best Performance Ever" at the Spring AEL Director's Conference.

### **2003 AEL Performance**

(By Educational Functioning Levels):

FY03 Actual:

Beginning Literacy: 39%

Target: 23% (met)

Beginning Basic Education: 46%

Target: 30% (met)

Intermediate Low: 54%

Target: 33% (met)

Intermediate High: 49%

Target: 35% (met)

ASE Low: 47%

Target: 48%

### **2003 ESL Performance**

(By Educational Functioning Levels)

FY03 Actual:

Beginning Literacy: 29%

**Spence Rogers, Director of Peak Learning Systems in Evergreen, Col., gave a highly interactive presentation as Friday morning's speaker at the AEL meeting.**



Target: 18% (met)  
Beginning: 34%  
Target: 20% (met)  
Intermediate Low: 38%  
Target: 22% (met)  
Intermediate High: 38%  
Target: 22% (met)  
Low Advanced: 22%  
Target: 22% (met)  
High Advanced: 3%  
Target: 22%

### **2003 AEL Performance**

(By Outcome Achievement)

FY03 Actual:

Entered Employment: 54%

Target: 40% (met)

Retained Employment: 67%

Target: 40% (met)

GED Attainment Rate: 31%

Target: 50%

Entered Postsecondary: 21%

Target: 30%

### **GED: FY2003 Pass Rate**

(Based on Entry Level)

**Grade Level:**

Below 6.0:

Number Tested: 750

Number Passed: 383 (51%)

6.0 - 8.9:

Number Tested: 1,458

Number Passed: 1,053 (72%)

9.0 - 10.9:

Number Tested: 867

Number Passed: 743 (86%)

11.0+:

Number Tested: 1,408

Number Passed: 1,315 (93%)

### **GED: Pass Rate**

Number Tested: 6,913

Number Passed: 5,289 (77%)



**The "back wall table" of "seasoned" directors still managed to learn some new information at the AEL meeting.**

## Supervisor

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implement.

Robbins brings to AEL 10 years of expertise in the technical education background. He spent five years as director for MOTEC (Missouri Technical and Education Center) for the Office of Administration and prior to that, worked as a Technical Trainer for the Department of Revenue.

"My working life has been technical education," said Robbins. "In one form or another, I have worked to bring education to adults either with technology or about technology." He added that AEL was a logical fit.

"I have enjoyed the people and the vocabulary. I have met many good people since I started and they are all passionate in their work, which I like," Robbins commented. "I enjoy learning the special terms and meanings AEL uses

to accomplish its mission."

He added that he feels like Adult Education is about redemption-in the many definitions of the word, each of them speaking to change. "Change is not easy and the commitment AEL makes to helping those trying to redeem their lives makes me glad I'm a part of it," he said.

A resident of California, Mo., Robbins is the proud father of Kate, 6, and Will, 2. The family reside in a farmhouse built in the 1880's--the former "home" of the "JustRite" potato chip company, and interestingly, the factory is still there, Robbins said.

An English Education major/Philosophy minor, he obtained his Bachelor's Degree from Central Missouri State University in Warrensburg. Reading is a special interest, and Robbins added that he sometimes considers the "cyclical nature of things" and how you can't have had the highs if you don't go through the lows, noting the saying, "I was sad because I had no shoes until I met a man who had no feet."

On a very personal level, Robbins tragically lost his wife, Kathryn Robbins, last December to a particularly virulent strain of pneumonia.

"We are working our way through this personal disaster the best we can," he said. "Knowing I am working with such a nice group of people helps take the worry out of a newly frightening world."



## Show-Me...

### What's Happening

#### MAACCE

*Tan-Tar-A Resort*  
June 16-18, 2004  
Lake of the Ozarks, Mo  
[www.maacce.org](http://www.maacce.org)

#### MAWD

**Summer Conference**  
*The Missouri Association for  
Workforce Development*  
Lamplighter Inn  
July 26-29, 2004  
Springfield, Mo  
[www.mo-awd.org](http://www.mo-awd.org)

#### Show-Us...Your Stuff!

If you have story ideas, questions, or comments, please send them to Cheryl Harlan, Editor:

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regular photos will be scanned  
and promptly returned.**

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